

# Guidelines and Instructions to Complete Peer-Reviewed Activities

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### 1. Introduction

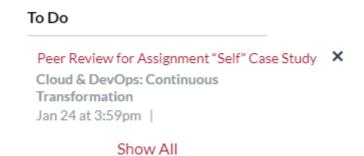
One of the study dynamics you'll on the Virtual Campus is peer review. The aim of this dynamic is for participants to interact with each other beyond the discussion forums, exchanging feedback and opinions in order to make the most of the activities.

The following images demonstrate how to see which activities on the Virtual Campus are peer review and how to complete them.

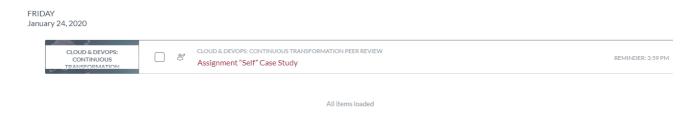
### 2. How do I know if an activity is peer review?

When you have been assigned a peer-review task, you'll be notified in the "List View" of the Virtual Campus Dashboard.

You can also see tasks such as "Peer Review" in the To Do list.

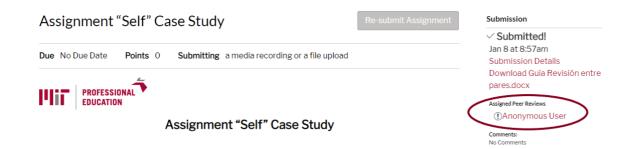


When your assigned review partner turns in the activity, you can see who that partner is via "Activity View" on the Dashboard.



You can also see this information within the activity itself.





### 3. Instructions

To complete these activities, you must follow these steps:

1. Access the activity and turn in the document with your individual assignment. Pay attention to the deadline to upload the assignment to the Virtual Campus.

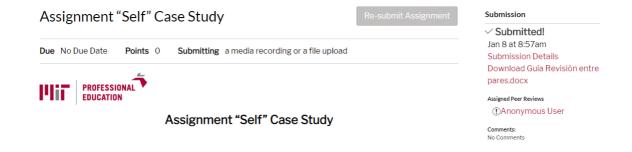
The assignment deadline will be two days earlier than usual so that partners have time to give each other feedback and correct their work.



### In this example:

Participants must submit their individual assignments by November  $8^{th}$ . Once they have submitted the assignment, each participant will be able to give and receive feedback, and correct and modify their work until November  $10^{th}$ .

2. To see, comment on, and give feedback to your assigned partner, access the "Peer Review" section through any of the following areas:

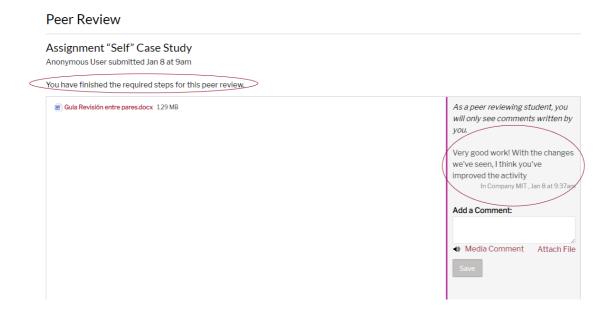




- 3. You will see the following messages about the activity:
  - a. Until your partner has uploaded the assignment, you will see "No Submissions."
  - b. When your partner has uploaded the assignment:

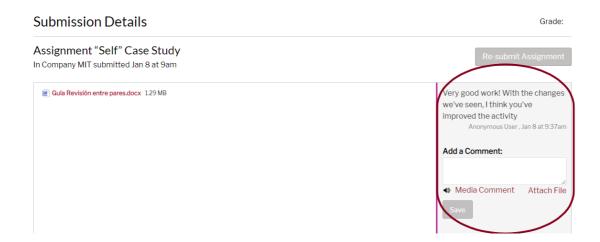
# Assignment "Self" Case Study Anonymous User submitted Jan 8 at 9am This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment. Guía Revisión entre pares.docx 129 MB As a peer reviewing student, you will only see comments written by you. Add a Comment: Media Comment Attach File

4. As you can see in the assignment description, "For it to be considered finished, you need to leave at least one comment." Comments must be made in the space to the right outlined in red. You can discuss the comments you made on your partner's assignment with them in this space.





5. You will be notified of your partner's comments as follows:



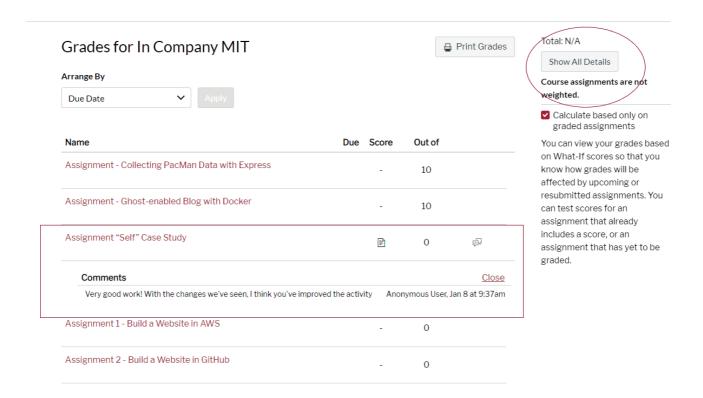
You can also view them in the "Grades" section of the main menu:



Please note that to view the comments, you must click on the "Show All Details" button.

In order for your final grade to be calculated correctly, we recommend that you always disable the "Calculate based only on graded assignments" option, as shown in the image:





6.The assignments you turn in and peer-review activities are obligatory. Your learning facilitator will review these activities and assign you a maximum of 15 points, depending on whether or not you have completed it.